ASSIGNMENT LOG INSTRUCTIONS

THIS IS THE MOST IMPORTANT LOG IN USE IN THE INVESTIGATIONS. IT MUST BE AN ACCURATE RECORD OF ALL ASSIGNMENTS MADE AND MUST BE RECORDED IN A MANOR WHICH AFFORDS AN EASY APPRAISAL OF THE CURRENT SITUATION. ALL ENTRIES MUST BE LEGIBLE AND COMPLETE. ALL PAGES OF THE LOG MUST BE LEFT INTACT

1	ACTION NUMBER	Each assignment to be made will be given a consecutive number.
2	ASSIGNED OFFICER	Name the person who receives the assignment.
3	ASSIGNMENT	Enter brief details of the nature of the assignment. Include full names, etc. of persons or things involved.
4	ASSIGNMENT ORIGIN	Denote how information causing this assignment was received. (witness, supervisor, etc.)
5	REPORT NUMBER	This number corresponds to the supplemental report number assigned to this particular report. If your agency generates the report number once the report is entered into the report system, utilize that number. That number goes here.
6	EVIDENCE NUMBER	Each article of physical evidence is also given a consecutive number at the time it was entered in to the evidence log. (Column 1) When there is a need for referencing to an article of evidence, enter that number here.
7	REMARKS	Indicate the closing of an assignment by noting your initials and the date. Other notes felt to be significant may also be entered here as space allows.

The outside front cover of this log contains a graph that can be used as a quick reference of unfinished assignments. As an assignment is made and a number is given to it, that same number must be entered sequentially in one of the graph squares. Once that assignment is complete to the satisfaction of the Detective Supervisor, its number is crossed through in red ink. Only the Detective Supervisor will cross out the number.

~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	~~7~~	~~8~~	~~9~~	10
~~11~~	12	~~13~~	14	~~15~~	16	17	18		

Assignment Log Book order:

1. Cover Page in heavy yellow cardstock paper
2. Instruction page
3. Officers Assigned Directly To The Preliminary Investigation page
4. Assignment Log Book Pages
5. Back Page in heavy yellow cardstock paper